

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LWIA ADMINISTRATORS' QUARTERLY MEETING MINUTES—  
JULY 13, 2001

The minutes and revised agenda from the Local Workforce Investment Area (LWIA) meeting held at Renaissance Long Beach Hotel in Long Beach on Friday, July 13, 2001, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact Sherry Leahy, at (916) 653-6657.

/S/ BILL BURKE  
Chief

Attachments

LOCAL WORKFORCE INVESTMENT AREA ADMINISTRATORS'  
QUARTERLY MEETING

Renaissance Long Beach Hotel  
111 East Ocean Boulevard  
Long Beach, California 90802  
Friday July 13, 2001

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# Agenda

9:00 a.m.	Welcome/ Agenda Building/Opening Remarks	Bill Burke, Workforce Investment Division (WID)
9:15 a.m.	Hot Topics	Bill Burke, WID
10:00 a.m.	Customer Satisfaction	Liz Clingman, WID
10:30 a.m.	Capacity Building Needs/Plan	Kathy Castillo, WID
11:30 a.m.	Incentive Policy/Awards Process	Dave Mar, California Workforce Investment Board
12:00 p.m.	Lunch on your own	
1:30 p.m.	One Stop Inventory Feedback	Bill Burke, WID
2:15 p.m.	Open Discussion	All
3:00 p.m.	Adjourn	

## LOCAL WORKFORCE INVESTMENT AREA MEETING MINUTES

Friday, July 13, 2001

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**Welcome/Agenda Building/Hot Topics**—Bill Burke, Bob Hermsmeier, Steve Saxton, Liz Clingman, Workforce Investment Division (WID)

- Bill Burke said that lack of a State budget would prevent release of Program Year (PY) 2001-02 Adult and Dislocated Worker funds for an unknown period of time. The Local Workforce Investment Areas (Local Areas) will need to use carry-in funds, new Youth funds and added Rapid Response funds (equal to one-fourth of their PY 2000-01 funding) to cover current costs. Resources could be shifted temporarily (e.g., “borrow” Rapid Response funds to pay for services to clients).

Bob Hermsmeier added that Local Areas should ask their WID Regional Advisor to help if lack of a State budget causes a crisis. The State could move available funds between Local Areas as a last resort.

- Bill Burke stated there would be no recapture of PY 2000-01 funds.
- Bill Burke indicated that all requests to transfer PY 2000-01 Adult and Dislocated Worker funds have been approved. The WID is also requesting State approval of transfer authority in respect to PY 2001-02 funds on a priority basis.
- Bob Hermsmeier outlined the parameters of the pending federal rescission. He said it is likely that \$217.5 million will be rescinded from Dislocated Worker funds (only). States would lose \$160 million, an estimated 10 to 15 percent cut, that could all be taken out of the first (July through September) increment of PY 2001 funds. The DOL would initially cut all states' Dislocated Worker allotments in accordance with their shares of total funding and then adjust the cuts in proportion to each state's carryout as shown in August 20 financial reports.

Bob said this is based on legislation in the U.S. Senate and things could change in the Senate/House conference committee, which is supposed to complete its work by July 18, 2001. Look for updated information then. Bob added that the State rules for apportioning any rescission-based cut to the Local Areas are not yet set, pending possible direction from DOL about this.

- Bill Burke indicated that a delegation of authority request is in State clearance. It would clarify the WID/Employment Development Department (EDD) areas of administrative responsibility and decision-making authority as related to the responsibilities and authorities of the California Health and Welfare Agency, the State Workforce Investment Board (State Board), and the Governor's Office.
- Steve Saxton requested Local Areas submit plan modifications in draft form by August 31, even though final performance goals will likely not yet be negotiated by then and final mods therefore may not be fully executed until early November. Lack of an approved plan mod will not impede drawdown of PY 2001-02 funding.
- Liz Clingman reported on performance negotiations. She said she understood that everybody (local and State) is frustrated due to the need to negotiate even though lacking good participant data. Responses to letters from Local Areas requesting negotiation of their PY 2001-02 performance goals will be provided on a consolidated basis, possibly via a "Frequently Asked Questions" Information Bulletin. Negotiations won't be completed until the end of August, as previously planned, due to DOL not holding states to this schedule. We will probably do the negotiations between August 15 and September 15, which has the advantage that another quarter of participant data will be available. Liz reported that 38 of 40 responses to the outcomes and goals letters submitted by Local Areas requested goal re-negotiation.

Letters sent to all Local Areas announced current performance outcomes and PY 2001-02 goals, which were set using the same method as was used for PY 2000-01 goals.

Liz briefly described the process for setting Workforce Investment Act (WIA) performance goals: Distributed State's performance goals to Local Areas using Job Training Partnership Act (JTPA) data and the regression model to determine JTPA goals and then used them to set the most analogous WIA goals. We compared the results to actual performance of specific Local Areas and did some adjustments. We also held regional meetings about this with Local Area representatives.

Liz indicated this is not an ideal approach and upcoming discussions could surface other ways to establish the performance goals. She is planning more active one-on-one discussions that are timely noticed so as to maximize their usefulness. The State is also comparing WIA wage base data with Berkeley's JTPA follow-up data (where they overlap) to try to validate the WIA performance measurement system.

Liz said use of a State-developed regression model for setting Local Area goals is on the back burner due to the lack of a data-base for developing the correlation between indicators and the outcomes they would predict. However, DOL has shown some interest in returning to use of a regression model for WIA goal setting. Liz also said that local factor information which Local Area representatives bring into the negotiations would be considered. However, she was not able to pre-commit regarding the impact of a given local factor would have on the goals shown in the

performance outcomes and goals letters that have been sent to all Chief Elected Officials (CEO) and faxed to all WIA Administrators. She indicated the State could develop a list of the kinds of local information that would be most useful. Liz said the State's flexibility to adjust local goals down is dependent on whether DOL would lower California's goals. Liz said California is meeting all its goals and that DOL won't discuss lower State-level goals until Local Areas submit change requests to the State.

Liz shared that the higher Local Area performance goals for PY 2001-02 are not based on new data factors but rather are the result of using the PY 2000-01 method to parcel out the State's higher PY 2001-02 goals to the Local Areas. The LWIA administrators asked for the raw data that resulted in their Local Area's PY 2000-01 performance outcomes. Liz said these participant records have been available to Local Area folks for a couple of months. Liz will check to see if the State could array these very raw data into the calculation formulas by numerator and denominator. If so, she can do this for all 50 Local Areas.

Liz said that the State was unable to develop an alternative to the "straight-line" approach over the past year due to a lack of participant outcome data. The data availability will make it possible to see, possibly via a workgroup, whether another approach to setting Local Area goals for PY 2002-03 can be created. This could also be a basis for renegotiating the State's goals with DOL. Liz shared that DOL's Training and Employment Guidance Letter 7-99 entitled, Core and Customer Satisfaction Performance Measures for the Workforce Investment System, clearly states how to calculate performance outcomes but acknowledged that it does not provide a good rationale for goal setting.

Bill and Liz indicated there has not been any discussion about the possibility that the 30 Local Areas that have only received temporary designations might be redesignated on the basis of current performance data. Bill said that the current muddled performance measurement situation would make this very difficult. Dave Mar said he agrees and said the State work will be started soon to establish criteria for permanent Local Area designation.

At this point, Jim Curtis spoke about the funding of Welfare-to-Work (WtW) grant program. He said that Local Areas should return to the State any excess WtW grant program funds that they have on hand. This excess was probably caused by transferring expenditures that have previously been charged to WtW grant program funds that are now charged to WtW state match funds. Local Areas should check with their State WtW Specialists regarding how to return the excess funds.

### **One Stop Inventory Feedback**—Bill Burke, WID

Bill thanked Local Area management and staff for timely responses to the One-Stop Survey and for accommodating site visits. A summary write-up of the site visits should be completed by late July. It will not include any specifics on individual Local Areas. Information will be put into a database that will be maintained on an ongoing basis. Steve Saxton said some of the information would also be put into the America's Service Locator database.

### **Capacity Building Needs/Plan**—Kathy Castillo, WID

Bill Burke introduced Kathy Castillo and welcomed her back to the Division. Kathy indicated she was there to check in with the Local Areas and see if their capacity building needs were being met. She promised to take any issues and suggestions back to Michael Evashenk and the Local Training Response Unit.

Several attendees were interested in affordable Baldrige training that includes certification. Also suggested was training in Performance Management with a regional focus and some basic training for a One-Stop certification process. Participants stressed that State Approved Local Training funds need to be released, and encouraged EDD and board staff work together for a prompt resolution. It was also suggested that State staff build a structure and meet with local One Stop training officers on a regular basis.

It was also noted that local EDD staff sometimes are given more extensive training and that it would be better if training were done by WIA region and would include all WIA partners.

Bob Hermsmeier said WID/EDD is tying its training efforts in with those of other State agencies. Bill Burke said that, as an example, the California Department of Rehabilitation is going to do some training for California's WIA system.

### **Incentive Policy/Awards Process**—Dave Mar, California Workforce Investment Board (State Board)

Dave said the policy was approved on June 26. It does not specify the amount of money for incentives but rather is applicable to whatever amount is made available each year. State Board staff are working with WID staff to develop a directive that should be issued in draft by early/mid August.

Briefly, the policy is that 30 percent will be awarded on the basis of exemplary performance (full award for achieving all goals in respect to all funding with partial reductions for failing some goals) and 70 percent will be awarded on the basis of regional collaboration/local coordination (as shown by applications submitted by two or more Local Areas that show that they have worked together to attack an issue in their joint area). Incentive awards will be for PY 2001-02 performance.

Dave said that collaboration/coordination achieved in PY 2000-01 can qualify for an award if it meets the criteria that will be built into the directive. Dave also said that:

- The examples given of collaboration/coordination (transportation and childcare) are not exhaustive and that others could be identified in applications submitted by Local Areas;
- Analyzing community resources for partnership could qualify if the application specified what resources were developed and when the benefits of the analysis will be “put into motion;”

- Collaboratives for developing labor market information could perhaps qualify if the application showed that the effort was over and above regular labor market information development activities and that the results measurably benefit the WIA program;
- The collaboration/coordination created in connection with the Caregiver Training Initiative will not qualify for awards because the State funded this effort while the intent is to incentives additional local collaboration/coordination that provides new benefits rather than already being done with existing funds; and,
- If the State Board agrees, staff will take a look at incentives for local sustaining of State-funded collaborations.

Dave stated that the State had anticipated that there would be just one application in respect to a particular collaboration/coordination but that the State would consider accepting either a local or a regional application in such a situation.

Dave also said that minimum and maximum award amounts will be set.

#### **Youth Provider List**—Liz Clingman, WID

Liz said the logic of this WIA requirement is unclear but DOL says the State must implement it. A directive is under development that asks Local Areas to submit this information via an Internet site and the State will compile it for issuance as a “hard copy only” statewide list. Liz said the list will be separate from the Eligible Training Provider List (ETPL), there are no ETPL-like licensing requirements, it needs to include only youth providers funded with allocated funds to serve groups of youth, and that it needs to be updated on an ongoing basis using the Web site.

#### **Customer Satisfaction Measures**—Liz Clingman, WID

Liz said that California needs to do catch-up in this area. There has been a JTA screen for entry of employer satisfaction data but most Local Areas have not used it. Liz distributed a draft definition of "substantial employer service" and asked folks to email comments to Diane Bonar ([dbonar@edd.ca.gov](mailto:dbonar@edd.ca.gov)). She distributed a signup sheet to identify Local Areas willing to help to get a sample together for an employer contact database. She indicated the State will pilot a survey in the last three months of the year, with the help of the EDD Evaluation Division staff.

#### **Adjournment**—Bill Burke, WID

Bill thanked the attendees and asked them to submit suggestions regarding the location of the October Quarterly meeting.